



# RENEWAL INSTRUCTIONS

## CONTINUING EDUCATION REQUIREMENTS

All appraisers originally licensed in Kansas on and after December 29, 2008, will be required to log 2 hours of approved continuing education, completed on or after your original Kansas license date (whichever is later). Your original license date in Kansas has been noted under your name and address on the face of the renewal application.

- DO NOT attach copies of your certificates of completion. These are submitted **only** if you are audited.
- DO NOT log courses completed prior to your first license date in Kansas.
- **PLEASE** print or type.
- Verify the course information you have logged against your certificates of completion prior to submitting the renewal.

## COMPLETING THE CONTINUING EDUCATION LOG

- Date Completed: Use the following format: MM/DD/YYYY
- On-Line or Classroom: Show OL for On-Line or C for Classroom
- Location: This need be completed **only** for classroom courses. Show **both** city and state.
- Provider: Show the name of the school or organization who taught the course (this is not necessarily the same as the name of the course "sponsor.")
- Hours: The number of hours the course was approved for.

## CONTINUING EDUCATION AUDITS

All Kansas appraisers are subject to the post-renewal continuing education audit. A cross-section of 20% of provisional, state licensed, certified residential, and certified general appraisers are selected for audit. Audit notices generally mail the first week of July and your response is required within 14 days. Follow-up audits are sent at the end of July, August, and September to include those appraisers renewing after the current expiration date.

## SUBMITTING YOUR RENEWAL

- To be considered "on-time," your properly completed renewal application and fee must be postmarked no later than June 1, 2009 (as May 31 falls on a Sunday). Renewals post-marked, faxed, e-mailed, or walked-in after June 1 will be subject to a \$50 late fee.
- If you are paying by check, make it payable to THE KANSAS REAL ESTATE APPRAISAL BOARD or KREAB.
- **REVIEW YOUR APPLICATION AND CHECK/CHARGE AUTHORIZATION PRIOR TO SUBMITTING.** The following are some of the most common reasons for return of a renewal:
  - Failure to answer all questions or failed to provide the additional information required for each question answered "yes."
  - Failure to sign and date the application.
  - Failure to properly log the required continuing education.
  - Failure to submit the appropriate fee or to properly complete and sign the charge authorization.
- Renewals may be submitted to the Board via mail, fax, or e-mail.

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